ENOCH PRATT FREE LIBRARY

Firm Card Registration

(*Read Carefully Before Signing)*

This form may be faxed, mailed, or returned in person with a cover letter on company letterhead.

NOTE: This privilege is for use only by those firms and companies whose officers are in the habit of sending employees on company time to borrow books for the use of the company in carrying out its work. The card will be held at the Circulation Desk from which the company representative obtained the card and must be renewed once a year.

NAME (FIRM) _____

ADDRESS _____

TELEPHONE_____EXPIRES _____

I hereby apply on behalf of_____(COMPANY) for the privilege of using the Enoch Pratt Free Library. I AGREE TO BE RESPONSIBLE FOR THE OBSERVANCE OF ITS RULES AND REGULATIONS by those employees of the organization whose signatures appear on the next page of this application. I agree to notify the library if these employees sever connections with my organization.

RULES AND REGULATIONS

Materials borrowed are to be used only in connection with the business of the organization. No individual may borrow materials for personal use with this special privilege.

The loan period is six (6) weeks, with a one-time automatic renewal of an additional three (3) weeks. The borrowing limit is 30 items.

If sending secretary, messenger or other person to pick up materials, they must present a dated request signed by an authorized person.

This organization agrees to be responsible for any debts incurred when books are lost or damaged or other fees occuring on the part of any of those authorized to use this privilege.

Signature_____

Official Title_____

(over)

Please print your name and sign the form below.

Print Full Name _____

Signature _____

Print Full Name _____

Signature _____

Print Full Name _____

Signature _____

Print Full Name _____

Signature _____

Print Full Name _____

Signature _____